

10 July 1973

MEMORANDUM FOR: All OJCS Employees

SUBJECT: Organization

REFERENCE: Memorandum to All OJCS Employees  
dated 4 June 1973, same subject

1. Since my last report to you on organization, I have been able to translate those early ideas into an organization structure, to identify some of the key personnel in this organization, and to gain the approval of the Deputy Director for Management and Services for moving ahead with the plan.

2. The major improvements that I expect to gain from this new organization are:

- a. Better planning based on management by objectives.
- b. Increased attention to problems requiring new policy or management decisions.
- c. Better response to user needs; closer attention to user requirements in OJCS planning.
- d. Increased management concern for the career development needs of OJCS people.
- e. Better coordination between long-range system development and near-term hardware/software planning.
- f. More effective use of personnel skills in the development of computer applications.

3. Attached are details of the new organization. I am making the effective date for this organization 15 July 1973, but, from necessity, I expect a gradual phasing over to the new organization as the key personnel assume their new roles.

  
JOHN D. IAMS

Director of Joint Computer Support

Att: a/s

cc: DD/M&S

10 July 1973

OFFICE OF JOINT COMPUTER SUPPORT  
DIRECTORATE OF MANAGEMENT AND SERVICES

Organization and Functions

I. OFFICE OF THE DIRECTOR

25X1A A. The Director and Deputy Director are responsible for assuring that the Agency's computing needs are being met by OJCS as prescribed in [REDACTED]. They work as a team, but tend to split responsibility, with the Director more concerned with the overall Agency picture and resource management, and the Deputy Director more concerned with internal plans and execution of them. The Executive Officer is the chief administrative officer. He is directly supported by the Administrative Staff.

B. The Management Committee is chaired by the Director and composed of the senior line officers, the Executive Officer, and the Planning Officer. It also includes rotating rank-and-file representation from the Office. It formulates policy and makes management decisions on matters that are brought to its attention from any source.

C. The Management Staff reviews key management issues such as resource use, Office priorities, duplication of effort, and the need for internal Office projects. It identifies problems and brings them to the attention of the Management Committee. It supports the Committee in promulgating Committee decisions.

D. Ad hoc Planning Groups are formed at the request of the Director or the Management Committee for intensive, short duration studies of specific planning problems. The composition of a Planning Group is determined by the nature of the problem under consideration.

E. The Planning Staff is responsible for the coordination of Office-level planning. Staff activities include the preparation of Office programs, drafting of objectives and action plans, progress reporting, and maintenance of a Project Register. It provides secretariat support to the ad hoc Planning Groups.

F. The Career Service Board is chaired by the Deputy Director and composed of the Executive Officer and senior line officers of OJCS. It also includes a Personnel Officer and a Career Development Officer from the User Support Division as advisors. The Career Service Board meets regularly to consider personnel actions and policy relating to personnel in the OJCS Career Service. The Board acts in an advisory capacity to the Director.

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II. USER SUPPORT DIVISION

A. This Division is the primary point of contact for the users of OJCS computer systems. (A "user" is defined as a person who writes programs, submits jobs, operates a terminal, develops applications or seeks computer assistance.)

B. The principal functions of the User Support Division are:

1. Provides Agency-wide computer training for a broad range of needs including: ADP orientation, programming, systems analysis, computer operations, and OJCS computer systems and procedures.
2. Assists users with problems related to programming languages, job control language, or use of OJCS systems.
3. Develops, publishes and maintains information on OJCS systems and general purpose programs and utilities.
4. Interprets user needs and insures that these needs are reflected in Office plans for new services or facilities.
5. Develops and publishes standards for programming, documentation, equipment, and other subjects where standards are needed.
6. Houses the OJCS Career Development Officer who recommends to the Director the spectrum of EDP technical skills appropriate to OJCS and counsels OJCS professionals in training plans for career development.
7. Responsible for career development of OJCS personnel on long-term assignment to other components.
8. Maintains a technical library of computer publications.
9. Manages a resource accounting system for OJCS projects (PRISM).

III. APPLICATIONS DIVISION

A. This Division is responsible for the analysis, development, and maintenance of computer applications for Agency components.

B. The principal functions of this Division are:

1. The efficient and timely production of software systems to meet the application needs of Agency users.
2. Modeling and analysis in support of Agency activities.
3. Analysis of user requirements and the design of software and data management systems to meet these.
4. Programming of applications software.
5. Maintaining applications software and scheduling for production.

C. The basic working unit of this Division is a Project Team under a Project Leader. The team members and Project Leader are selected from the Division by the Project Management Group.

D. The Project Management Group serves as the control point for all applications projects. The group consists of co-located senior managers. It analyzes the requirements, organizes projects, allocates resources from the Division, and tracks progress. A small staff supports the activities of the Project Management Group.

E. The Applications Division has a branch structure organized along professional career lines (systems analysts, programmers, mathematicians, etc.).

#### IV. SYSTEMS ENGINEERING DIVISION

A. This Division is responsible for the development and engineering of hardware/software systems used by computer centers under OJCS cognizance.

B. The principal functions of the Systems Engineering Division are:

1. Develops system plans for new equipment, operating systems and system-oriented programs. This includes full coordination with the Operations Division for delivery and installation. Acceptance test plans for new equipment will be developed together with the Operations Division.
2. Supports operating systems and system-oriented programs, including close-in support to the Operations Division.

3. Evaluates Agency-wide computer system needs such as text processing, graphics, minicomputers, etc.

4. Assesses computer technology and develops OJCS computer systems to meet user needs.

5. Measures, evaluates, and tunes computer systems.

6. Develops procedures and programs for the technical security of computer systems.

C. The System Engineering Division and the Operations Division together establish disciplined procedures for installation, testing, and acceptance of new systems or system changes.

#### V. OPERATIONS DIVISION

A. This Division is responsible for the operation of computer equipment in the Computer Center and the processing of programs and data for Agency users of the Center.

B. The principal functions of the Operations Division are:

1. Manages the Computer Center to assure efficient and timely response to requests for data processing.

2. Schedules and operates computer equipment.

3. Provides data preparation and punched card processing services.

4. Manages the budget for computer equipment and supplies.

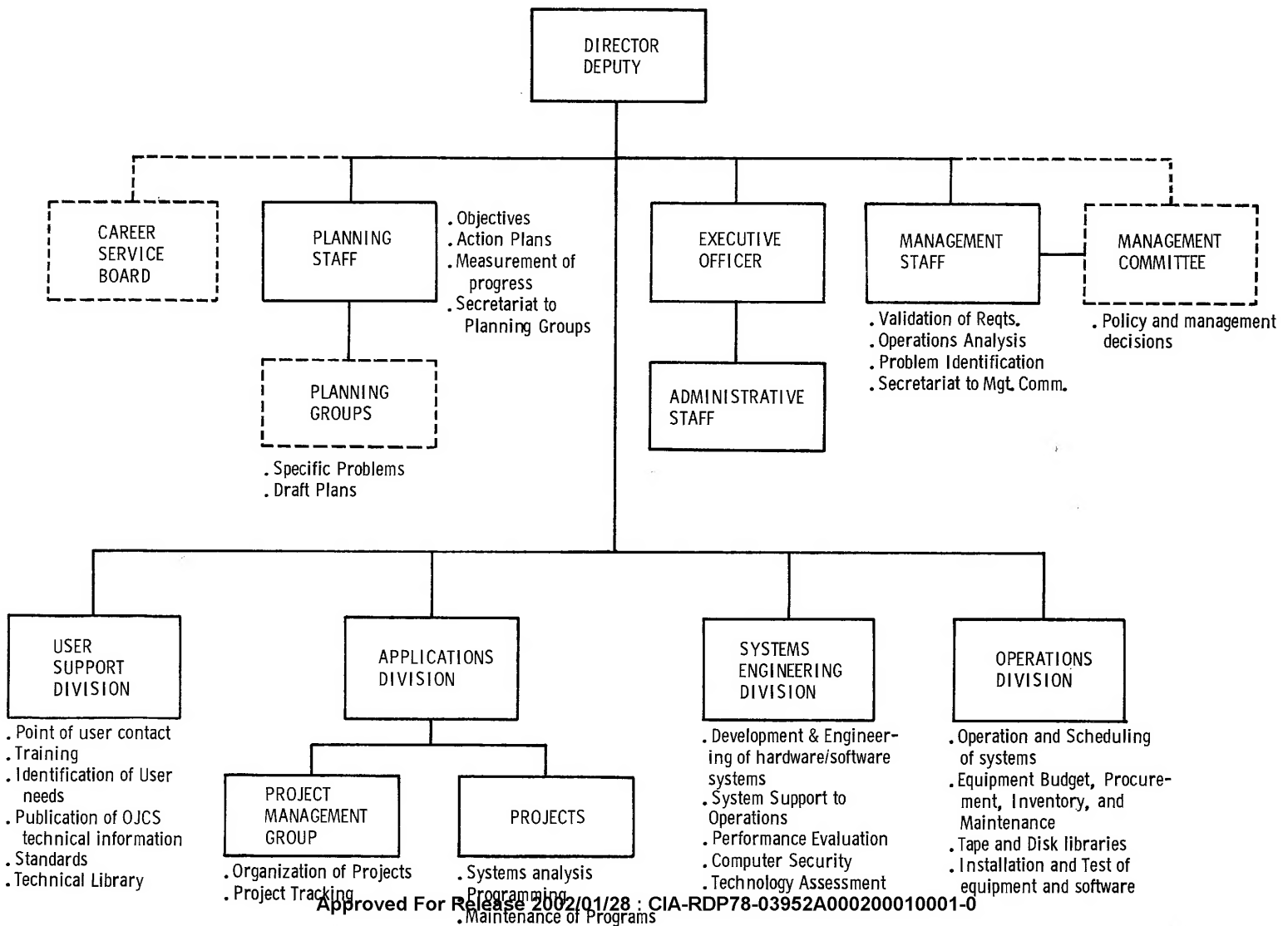
5. In collaboration with the Office of Logistics, procures computer equipment and supplies; maintains an inventory control for such items.

6. Reviews system and configuration plans developed by the Systems Engineering Division and, if acceptable, proceeds with acquisition, installation, and testing.

7. Manages a magnetic tape and disk library of user data.

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